



CITY OF MILTON

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**AGENDA**  
**City of Milton**  
**Personnel & Finance Committee**  
**Tuesday, October 7, 2014**  
**6:30 p.m.**  
**MILTON CITY HALL**  
**Council Chambers, 710 S. Janesville Street**

1. Call to order
2. Approve Agenda
3. Approve Minutes – September 16, 2014
4. Discussion and possible action to approve issued Operator Licenses
5. Discussion and possible action regarding The Gathering Place Alcohol License change of agent
6. Discussion and possible action regarding employment of pollworkers for absentee voting
7. Discussion and possible action regarding the purchase of the Civic Systems Mass Unit Manager (M.U.M.) Module
8. Update on Temporary Class “B”/”Class B” Retailer’s License and Temporary Operator Licenses Issued
9. General Items
10. Next Meeting – Tuesday, October 21, 2014
11. Motion to Adjourn

**\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk’s office at 868-6900 710 S. Janesville Street, Milton, WI 53563.**

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Leanne Schroeder

10/03/14

**City of Milton  
Personnel & Finance Committee  
Tuesday, September 16, 2014**

**Call to order**

Chairperson Dave Adams called the September 16, 2014 meeting of the Personnel & Finance Committee to order at approximately 6:30 p.m.

Present: Ald. Theresa Rusch, Chairperson Dave Adams, and Ald. Anissa Welch.

Also Present: Ald. Don Vruwink, Finance Director/Treasurer Dan Nelson, TRICOR Representative Gina Erickson, Assistant to the City Administrator Inga Cushman, Ald. Nancy Lader, City Administrator Al Hulick, and Ald. Lynda Clark.

**Approve Agenda**

Ald. Welch motioned to approve the agenda. Ald. Rusch seconded, and the motion carried.

**Approve Minutes – August 19, 2014**

Ald. Rusch motioned to approve the minutes. Ald. Welch seconded, and the motion carried.

**Discussion and possible action approving the issued Operator Licenses**

Ald. Rusch motioned to recommend to Council to approve the issued operator licenses as presented. Ald. Welch seconded, and the motion carried.

**Discussion and possible action accepting the bid for the Agnew Drive reconstruction project**

DPW Robinson stated that the bids for the partial reconstruction of Agnew Drive were publicly opened, and Frank Brothers had the low bid. The work can be completed this fall. The funds will come from the Street Repair Budget and from the LRIP grant. DPW Robinson is expecting to receive an approximate \$7,500 reimbursement from the grant.

Ald. Welch motioned to recommend to Council to approve the bid from Frank Brothers for the partial reconstruction project on Agnew Drive. Ald. Rusch seconded, and the motion carried.

**Discussion and possible action approving items for a surplus sale**

DPW Robinson stated that after moving to the new City Hall/Police Department Building, there are a variety of items that are available for a surplus sale. Some items including traffic signal heads, office partitions, and a truck body will be advertised and sold at the state auction. The surplus sale will be advertised in the Milton Courier on September 25, 2014 and October 2, 2014. Items will be available to view at the Public Works Facility, 150 Northside Drive, October 6, 2014 through October 14, 2014, and the bids will be opened on October 15, 2014. All items will need to be picked up by October 20, 2014. The money from the surplus sale will go into the Park Fund.

Ald. Rusch motioned to recommend to Council to authorize the Department of Public Works to conduct a surplus sale with monies to benefit the Parks Fund. Ald. Welch seconded, and the motion carried.

**Discussion and possible action regarding Chief of Police Residency Requirement**

Chairperson Adams stated that Chief Layber expressed to Mayor Brett Frazier that he was interested in moving to a home located outside of the City limits. The Chief's terms of employment required that he live in the City, but now state law restricts the ability of a municipality to impose residency requirements on employees. The Chief is seeking the blessing of the Council to move forward with the home purchase.

Ald. Rusch motioned to recommend that the Council confirm that the residency of the Chief of Police is not required to be within the City of Milton limits. Ald. Welch seconded, and the motion carried.

**Discussion and possible action on 2015 Health Insurance Quotes**

Director Nelson provided an overview of the numbers that were received from Gina Erickson of TRICOR, and stated that the preferred option is Alternative 3 that narrows the scope of doctors and facilities available for employees. G. Erickson was in attendance to answer questions from the committee.

Ald. Rusch asked if the option of an HRA was explored. G. Erickson stated that Alternates 4 and 5 have HRAs, and she suggested having the HRA be an option for the following years to help control cost. G. Erickson stated she also asked for quotes from other carriers, but they were not competitive. G. Erickson discussed the Point of Service Plan as an option for those who want to have more options for doctors and facilities than what Alternative 3 would provide. The Point of Service Plan is a higher cost to the employee, but allows freedom of choice.

No action was taken.

**Discussion and possible action approving the Treasurer's Report – August 2014**

Director Nelson stated that he emailed the Treasurer's Report to the Council the previous day. There were no questions from the committee.

Ald. Welch motioned to recommend to Council to approve the August 2014 Treasurer's Report. Ald. Rusch seconded, and the motion carried.

**General Items**

Ald. Clark stated that there was previous discussion about using a collection agency for delinquent Personal Property. She requested an update.

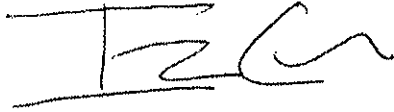
**Next Meeting – Tuesday, October 21, 2014**

The next meeting of the Personnel & Finance Committee will take place on Tuesday, October 21, 2014.

**Motion to Adjourn**

Ald. Rusch motioned to adjourn the September 16, 2014 meeting of the Personnel & Finance Committee at approximately 6:48 p.m. Ald. Welch seconded, and the motion carried.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'I. Cushman', written over a horizontal line.

Inga Cushman  
Assistant to the City Administrator



## Office of the City Clerk

**To:** City of Milton Personnel and Finance Committee  
**From:** Leanne Schroeder, Acting City Clerk  
**Date:** October 2, 2014  
**Cc:** Mayor Frazier, Common Council Members  
**Subject:** Discussion and possible action to approve issued Operator Licenses

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### **Discussion**

Four operator licenses have been issued since the September Personnel & Finance Committee meeting. Successful background checks have been completed and Staff recommends approval of these licenses. New Operator Licenses were issued to the following individuals:

- Katherine G. Little - Junction Pub
- Mary L. Jurgens-Jones - The Gathering Place
- Amanda C. VanDuyn – Varsity Lanes
- Anamaria L. Arthur – Milton Mobil

### **Staff Recommendation**

To recommend that the Common Council approve the issued operator licenses as presented.

### **Attachments**

None.



## Office of the City Clerk

**To:** City of Milton Personnel and Finance Committee  
**From:** Leanne Schroeder, Acting City Clerk  
**Date:** October 2, 2014  
**Cc:** Mayor Frazier, Common Council Members  
**Subject:** Discussion and possible action regarding The Gathering Place Alcohol License change of agent

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### **Discussion**

When David Fisher became Executive Director of The Gathering Place he listed himself as the agent on the alcohol license renewal the following year, 2013. Although Clerk Ebbert was aware he was a resident of Illinois, it wasn't realized until recently that alcohol license agents must be Wisconsin residents continuously for at least 90 days prior to the date of application, per State Statute Sec. 125.04(5)(a).

Staff contacted Mr. Fisher and confirmed he is still a resident of Illinois and does not plan to move to Wisconsin at this time.

Subsequently, Mr. Fisher contacted The Gathering Place Board of Directors and the Board appointed Board President, Gene Wenham, to serve as the "successor" agent for The Gathering Place per State Statute Sec. 125.04(6)(b). The Gathering Place has completed another Alcohol Beverage License Application listing Mr. Wenham as the agent and staff submits this amended application to the Personnel & Finance Committee for approval. After committee approval, another license will be issued with the successor agent listed.

### **Staff Recommendation**

To recommend that the Common Council approve The Gathering Place Alcohol License with the change of agent as presented.

### **Attachments**

- The Gathering Place – Alcohol Beverage License Application

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2014 ending: 06/30/2015  
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of Milton  
☐ Village of Milton  
☒ City of Milton

County of Rock Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company  
☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company THE GATHERING PLACE, Inc.

Address of Corporation/Limited Liability Company (if different from licensed premises) 715 Campus Street, Milton, WI

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	GENE WENHAM	2428 West State Street, Janesville, WI	53548
Vice President/Member	DIANE PILLARD	5522 North Robin Creek Drive Milton, Wisconsin	53563
Secretary/Member	Cordya Brown	813 North Oak Ridge Drive Milton, Wisconsin	53563
Treasurer/Member	Harb Stinski	321 Rogers Street Milton, Wisconsin	53563
Agent	GENE WENHAM	2428 West State Street Janesville, Wisconsin	53548
Directors/Managers	DAVE FISHER		

C. 1. Trade Name THE GATHERING PLACE Business Phone Number 608-868-3500

2. Address of Premises 715 Campus Street Post Office & Zip Code Milton, Wisconsin 53563

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☐ Yes ☒ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) \_\_\_\_\_

5. Legal description (omit if street address is given above): \_\_\_\_\_

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] ☒ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 14 day of September, 2014

Edna F. Raloff  
(Clerk/Notary Public)

My commission expires 2/25/18

Harb Stinski  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
Cordya Brown  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)  
Diane Pillard  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9/19/14</u>	Date reported to council/board <u>10/7/14</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Successor Agent

Applicant's WI Seller's Permit No. / FEIN Number	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input checked="" type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$



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## Office of the City Clerk

**To:** City of Milton Personnel and Finance Committee  
**From:** Leanne Schroeder, Acting City Clerk  
**Date:** October 2, 2014  
**Cc:** Mayor Frazier, Common Council Members  
**Subject:** Discussion and possible action regarding employment of pollworkers for absentee voting

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### Discussion

The upcoming November 4<sup>th</sup> General Election is four weeks away and the County Clerk is estimating a 65 to 70% turnout of eligible voters for the election. A high turnout at the polls is usually preceded by a high number of absentee voters, especially during “clerk’s office” absentee voting, which will take place from October 20<sup>th</sup> through October 31<sup>st</sup>. Considering our current staff shortage and this predicted high number of absentee voters, a suggestion was made to utilize our pollworkers to assist with the clerk’s office absentee voting. We tried this in 2012 for the November Presidential Election and found it to be very helpful.

I am in the process of contacting pollworkers to work on election day and several of them have expressed interest in working one or more days between October 20<sup>th</sup> and October 31<sup>st</sup>. My plan would be to have pollworkers work a total of 112 hours between October 20<sup>th</sup> and October 31<sup>st</sup>.

The pollworker would greet the voter, instruct them on completing the certification envelope, check their photo ID, explain the ballot, and direct them to the voting booth. When finished, the voter would return the ballot to any available staff member, have their signature witnessed, and staff would collect the ballot to place in a secure location. I would ensure that all ballots are accounted for and entered into the SVRS system on a daily basis.

We usually pay our pollworkers \$8.00 per hour when they work at the polls and I am suggesting the same compensation for assisting us with the absentee voting. If I am able to find enough pollworkers to work, the cost of wages would not exceed \$896.00. I am very confident in our pollworkers and I feel as though this would be a great help to staff.

### Staff Recommendation

To recommend that the Common Council approve the employment of pollworkers to assist with “clerk’s office” absentee voting from October 20<sup>th</sup> through October 31<sup>st</sup>.

### Attachments

None.



## Office of the Finance Director

**To:** City of Milton Personnel and Finance Committee  
**From:** Carrie Chesebro, Utility Billing Clerk and Dan Nelson, Finance Director  
**Date:** October 2, 2014  
**Cc:** Mayor Frazier, Common Council Members  
**Subject:** Discussion and possible action regarding the purchase of the Civic Systems Mass Unit Manager (M.U.M.) Module

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### Discussion

Finance Director Dan Nelson and I recently attended the Civic Systems Symposium and were introduced to a new module. The Mass Unit Manager (M.U.M.) module would allow us to store all of our meter, hydrant, valve, and laterals data in one database that would communicate with our current software.

The Public Service Commission requires that we keep track of meter installs and purchasing along with the flushing of hydrants, exercising of valves, and specific information on our laterals on an annual basis. Currently, our water operators input the information into their database at the water department and then submit a paper copy of the information to the utility billing clerk, who enters the information into the accounting software. The M.U.M. module will streamline the process by requiring only one person to enter the data into the module, where it can be viewed by anyone who has access to the Clarity software. This will save staff time, reduce the chance for human error, and keep the records current.

Civic Systems is offering us a \$3,000.00 discount on the module because we are willing to be a test municipality. The purchase price of the module is \$4,600.00 and ongoing support will cost \$900.00 annually. The initial cost of the module and the ongoing support fees would be deducted from the water fund.

### Staff Recommendation

To recommend that the Common Council approve the purchase of the Civic Systems Mass Unit Manager (M.U.M.) Module

### Attachments:

- Civic Systems Purchase Agreement

# Purchase Agreement

Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398

City of Milton  
710 S Janesville St  
Milton, WI 53563

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other terms or conditions are negotiated.** Information provided in this proposal is valid for 90 days from the issue date, September 28, 2014.

## INVESTMENT SUMMARY

### License Fees for *Mass Unit Manager 4.0*

• Meters Testing	\$ 4,000
Less Negotiated Discount	(2,000)
• Hydrants, Laterals, Valves	2,000
Less Negotiated Discount	(1,000)
• User Defined	1,000

\*Training (½ Day @ \$1,200 per day) 600

**TOTAL ONE-TIME INVESTMENT** \$ 4,600

**TOTAL ANNUAL SUPPORT INVESTMENT** \$ 900

\*Training will be held either in Madison, WI, over the internet or on-site, but the City would have to cover trainer's travel costs (mileage).

## SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

### CITY OF MILTON

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## Office of the City Clerk

**To:** City of Milton Personnel and Finance Committee  
**From:** Leanne Schroeder, Acting City Clerk  
**Date:** October 2, 2014  
**Cc:** Mayor Frazier, Common Council Members  
**Subject:** Update on Temporary Class "B"/"Class B" Retailer's License and Temporary Operator License Issued

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### **Discussion**

In December, 2013, the Personnel and Finance Committee authorized Clerk Ebbert to review and approve Temporary Class "B" and Temporary Operator License applications without approval from the Personnel & Finance Committee. Since we are currently without a permanent clerk, I wanted to keep the Committee apprised of all licenses issued. Other than the Operator Licenses mentioned previously on the agenda, I have approved a Temporary Class "B"/"Class B" Retailer's License for the upcoming MACC Milton Malt and Hops Festival on October 18, 2014 and a Temporary Operator License for Denise Webb in connection with the same event.

### **Staff Recommendation**

None, information only.

### **Attachments**

None.